

HUMAN RESOURCES

Employee Suggestion Program – Job Responsibility Form

TO:		FROM:		DATE	
SUGGESTER'S NAME:					
SUGGESTION NO.	POSITION TITLE:	DATE SUGGESTION SUBMITTED:			
<p>In answering questions below, the following criteria will be applied:</p> <p>A. Suggestions relating to the suggester(s) work environment are needed and encouraged. The best suggestions are Usually associated with the suggester's own work. Therefore, every idea generated cannot be presumed to be within the individual's job responsibility.</p> <p>B. Duty related issues should not be confused with job responsibility.</p> <p>C. (1) duty Related: Associated with work environment, but not required in the usual and customary duties or daily performance expectations of the position.</p> <p>(2) Job Responsibility. Considered within expected job performance requirements. It is a duty assigned by competent authority. Job responsibility suggestions are those which usually could have been presented orally and implemented by the authority of the first or second level that must be approved and implemented at either a Division Director or higher level is <u>not</u> job responsibility.</p>					
EVALUATION					
1. DOES THE SUGGESTER HAVE THE AUTHORITY TO DEVIATE OR TO CHANGE CURRENT PROCEDURES?				YES	NO
2. NAME OF ACTIVITY (Management Level, Division, Unit) HAVING <i>AUTHORITY</i> TO APPROVE AND IMPLEMENT THE CHANGE:					
3. IS THIS ACTIVITY ORGANIZATIONALLY AT TWO OR MORE LEVELS ABOVE THE SUGGESTER?				YES	NO
4. IS THE SUGGESTER BEING PAID TO RESOLVE PROBLEMS OF THIS NATURE AS PART OF NORMAL DUTY ASSIGNMENTS? IF YES, WHAT WOULD BE THE SUGGESTER'S RESPONSIBILITY FOR EFFECTING OR RECOMMENDING THE CHANGE TO BE MADE?					
5. IF THE SUGGESTION HAD NOT BEEN MADE WOULD THE SUGGESTER'S WORK PERFORMANCE BE JUDGED LESS THAN SATISFACTORY?					
6. IS THE SUGGESTER EXPECTED TO FOLLOW SPECIFIC INSTRUCTIONS? IF NO, WHAT LATITUDE IS GIVEN TO THE SUGGESTER REGARDING THE SUBJECT MATTER?					
7. ARE WE REWARDING A PERSON FOR CAUSING AN IMPROVEMENT WHICH OTHERWISE MIGHT NOT HAVE BEEN ACCOMPLISHED?					
DECISION					
8. BASED UPON THE ABOVE, I BELIEVE THE SUGGESTION TO BE:				YES	NO
a. OUTSIDE THE CUSTOMARY DUTIES AND RESPONSIBILITIES OF THE SUGGESTER. THE SUGGESTER IS NOT EXPECTED TO RECOMMEND OR EFFECT THIS IMPROVEMENT					
b. WITHIN THE CUSTOMARY DUTIES AND RESPONSIBILITIES OF THE SUGGESTER.					
III. REMARKS (Optional) <div style="border: 1px solid black; height: 100px; width: 100%; margin-top: 5px;"></div>					
TYPED NAME AND TITLE (<i>Immediate Supervisor</i>)			SIGNATURE:		DATE:
TYPED NAME AND TITLE (<i>Second Level Supervisor</i>)			SIGNATURE:		DATE:

ATTACHMENT E

Job Responsibility Form.doc